

For: FSA, FAS, and RMA Employees, Except County Offices

Announcing the FY 2001 Small Business Procurement Awards Program

Approved by: Deputy Administrator, Management



1 Overview

**A
Background**

This notice announces the Office of Small and Disadvantaged Business Utilization's (OSDBU) FY 2001 Small Business Procurement Awards Program. The recognition program highlights the work of members of the USDA contracting community who excel in their support of the Department's small business preference programs. Additionally, those small disadvantaged and women-owned businesses who provided exemplary products or services to USDA will be recognized.

**B
Purpose**

This notice:

- informs Federal employees of the FY 2001 Small Business Procurement Awards Program
- requests award nominations.

**C
Recognition**

The awards program recognizes individuals, groups, and small businesses in the following categories:

- USDA Employee Special Achievement Award
- USDA Small Business Contractor of the Year
- USDA Small Disadvantaged Business Contractor of the Year
- USDA Woman-Owned Business Contractor of the Year.

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Disposal Date	Distribution
May 1, 2001 2-27-01	FSA, FAS, and RMA Employees, except County Offices

1 Overview (Continued)

D

Labor Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

2 Award Criteria and Procedures

A

Nominating Criteria

The award nominations shall contain the following information.

- Criteria for nominating an employee or group of employees for special recognition are contained in Exhibit 1. See Exhibit 2 for the nomination format. As an incentive, consider providing employee nomination with either a monetary or nonmonetary (time off) award.
 - Criteria for nominating small businesses, small disadvantaged businesses, and women-owned business contractor of the year award are contained in Exhibit 3. For contractor of the year awards, consider only those firms with whom you have had contracts during FY 2000 or 2001. You may consider contractors who performed work in FY 1999 if you have no nominees for 2000-2001. See the following exhibits for nomination formats:
 - Exhibit 4, for small business contractor of the year
 - Exhibit 5, for small disadvantaged business contractor of the year
 - Exhibit 6, for women-owned business contractor of the year.
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B

Nominating Procedures

Ensure that all nominations:

- contain the information required in the exhibits
- are submitted no later than **March 7, 2001**, to HRD, Performance Management, Benefits and Awards Branch (PMBAB) at the following address:

USDA FSA HRD PMBAB
STOP 0595
1400 INDEPENDENCE AVENUE SW
WASHINGTON DC 20250-0595.

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2 Award Criteria and Procedures (Continued)

C

Contact

Use the following table for contact points.

Office Location	Contact
<ul style="list-style-type: none">FSA, FAS, RMA National Office-serviced areasState Office	One of the following from HRD, PMBAB: <ul style="list-style-type: none">Stephen Crisp at 202-418-8975Kim Jones at 202-418-8979TDD 202-418-9116.
KCAO-serviced areas	Either of the following: <ul style="list-style-type: none">KCAO, PD at 816-926-6643TDD 816-926-6148.

Criteria for USDA Employee Special Achievement Award

USDA EMPLOYEE SPECIAL ACHIEVEMENT AWARD**A USDA Employee Recognition Award**

Purpose: To recognize an individual or group who has demonstrated sensitivity to small disadvantaged and women-owned businesses and enhanced the economic development of the United States of America. The individual or groups must have instituted actions which resulted in small disadvantaged and women-owned businesses receiving an equitable share of USDA contracts.

Eligibility: Any Department employee or group may be nominated.

Criteria: In narrative form, address the criteria which apply to the nominee.
(**Note:** All criteria do not have to be met!)

Nominees should have accomplishments in the following areas:

- Worked closely with members of the small disadvantaged and women-owned business community and initiated positive actions to improve the delivery of services;
- Successfully participated in a result-oriented project involving small disadvantaged and women-owned businesses;
- Extended outreach efforts to small disadvantaged and women-owned businesses which resulted in increased participation in USDA contracts or programs. Be as specific as possible;
- Initiated actions which clarified and improved contract or program delivery on behalf of the agency and the Department; or
- Worked with prime contractors in the preparation and delivery of subcontracting plans which resulted in actual or potential increased participation of small and minority business subcontractors.

Format: See Exhibit 2.

Nomination Format for USDA Employee Special Achievement Award

Name and title of employee(s) nominated:

Name/title/Agency and telephone number of representative forwarding nomination(s):

Current duties of the nominee(s) (that is, supervisory responsibilities, number of contracts awarded or administered per year, additional responsibilities given the nominee, etc.)

Description of how the nominee(s) meets criteria described in Exhibit 1. On a separate sheet of paper, address each criterion in a separate paragraph as it applies to the candidate. All criteria do not have to be met.

Criteria for Small Business, Small Disadvantaged Business, and Women-Owned Business Contractor of the Year Award

CRITERIA FOR SMALL BUSINESS, SMALL DISADVANTAGED BUSINESS, AND WOMEN-OWNED BUSINESS CONTRACTOR OF THE YEAR AWARD

For each nominee, use the appropriate nomination form, selecting from Exhibit 4, Exhibit 5, or Exhibit 6. In addition, on a separate sheet(s) address as many as possible of the following criteria for each nomination.

1. Provide the name of the company and furnish information on the type of products or services they offer. Describe the size of the firm, the date the firm was established and supply a brief narrative about the owner(s).
2. Describe the specific products or services the company completed or is completing for your organization. Report on any unusual services rendered or obstacles which were overcome to meet the contract requirement, if any.
3. Describe the timeliness and completeness of the project.
4. Provide a brief history of the growth and development pattern of the business. Include employee and financial growth.
5. Describe the professional demeanor of the company. Describe any customer service oriented programs.
6. Rate your overall satisfaction with the work accomplished from **one** of the following categories:
 - extremely satisfied
 - very satisfied, or
 - satisfied

Nomination Format for Small Business Contractor of the Year Award

**NOMINATION FOR SMALL BUSINESS
CONTRACTOR OF THE YEAR**

Small business nominated:

Name of president or contact:

Title of representative nominated:

Address:

City:

State: Zip: Telephone:

Type of business: (Brief description of product/service)

Nominating agency:

Contact in nominating agency:

Title:

Address:

City:

State: Zip: Telephone:

On a separate sheet of paper describe how the small business contractor meets criteria of Exhibit 3.

Nomination Format for Small Disadvantaged Business Contractor of the Year Award

**NOMINATION FOR SMALL DISADVANTAGED BUSINESS
CONTRACTOR OF THE YEAR**

Small disadvantaged business nominated:

Name of president or contact:

Title of representative nominated:

Address:

City:

State: Zip: Telephone:

Type of business: (Brief description of product/service)

Nominating agency:

Contact in nominating agency:

Title:

Address:

City:

State: Zip: Telephone:

On a separate sheet of paper describe how the small business disadvantaged business contractor meets criteria of Exhibit 3.

Nomination Format for Women-Owned Business Contractor of the Year Award

**NOMINATION FOR WOMEN-OWNED BUSINESS
CONTRACTOR OF THE YEAR**

Women-owned business nominated:

Name of president or contact:

Title of representative nominated:

Address:

City:

State: Zip: Telephone:

Type of business: (Brief description of product/service)

Nominating agency:

Contact in nominating agency:

Title:

Address:

City:

State: Zip: Telephone:

On a separate sheet of paper describe how the women-owned business contractor meets criteria of Exhibit 3.
